NOTE: Please read these guidelines carefully and in their entirety BEFORE beginning to work on an application.

Purpose

The primary purpose of the Internal Research/Creative Project Grant (IRCPG) program is to provide seed funding for research and creative projects that will lead to external grant funding submissions. A secondary purpose is to provide one-time funding for short-term projects that will not lead to an external grant submission. Each of these is outlined below:

1. **Seed funding.** This funding option provides faculty members and librarians with funds to engage in research and creative projects that will lead to external grant funding applications (e.g., Tri-Agency, Canada Council for the Arts). These activities include, but are not limited to, conducting preliminary studies and initial data gathering.

   The budget limit for seed funding applications is

   - $10,000 for CIHR-related applications *
   - $10,000 for NSERC-related applications *
   - $7,000 for SSHRC-related seed funding applications (as per SSHRC regulations) and creative projects

   * This new maximum value reflects the high cost of research in these domains.

2. **One-time funding for a short-term SSHRC-related research project or a creative project.** This funding option provides faculty members and librarians up to $5,000 to engage in a SSHRC-related research project or a creative project that will not lead to an external grant submission. Applicants for short-term project funding will be asked in the application to explain why external funding is not being sought or required.

Applications for projects relating to research on pedagogy or the creation of teaching tools will be considered, on condition that the research content and the purposes of the project are clear.

The program is not intended to provide continuing support for the same ongoing research or creative project across multiple years or to serve as a substitute for external funding. The eligibility requirements described below explain the conditions under which an applicant may apply for funding in consecutive years.

Eligibility

Only faculty members who hold a tenured appointment or an appointment with eligibility for tenure as an Assistant Professor, Associate Professor or Professor; or a grant-tenured appointment or an appointment with eligibility for grant-tenure at any of the above ranks may apply. Faculty on leave, except leave without pay, may apply. Artists in Residence are eligible to apply for research/creative projects providing this is specified in their terms of employment. Librarians with eligibility to hold Tri-Council funds may also apply.

Faculty members who hold active Tri-council research funds as a Principal Investigator/Applicant (SSHRC Insight, SSHRC Partnership, SSHRC Partnership Development, NSERC Discovery, CIHR Project, CIHR Foundation Grants) or any funding from the New Frontiers in Research Fund, are not eligible unless their proposed project is related to a Tri-Council agency through which they do not yet hold research funds as a Principal Investigator/Applicant. This exclusion does not apply to co-investigators/co-applicants.

Applicants may apply for seed funding in two consecutive years on the condition that each application is intended to support a new project or the resubmission of an external grant application. Pre-tenure faculty may apply each year they are pre-tenure but may apply for the same project in only two consecutive years. If an applicant received funding from this program for a seed funding grant in the preceding year, they must provide...
evidence that the prior year of funding led to an application for external funding. Except for pre-tenure faculty, a faculty member or librarian cannot receive a seed grant for three consecutive years.

No faculty member may receive one-time short-term funding in consecutive years.

Post-doctoral fellows, laboratory instructors, senior academic assistants, emeritus faculty, adjunct faculty, limited-term faculty, sessionals, assistant or associate teaching professors, teaching professors, and administrative or academic professionals are not eligible to apply.

NOTE: Assistant and Associate Teaching Professors, and Teaching Professors are not eligible to apply for the IRCPG. However, they may apply to the Teaching Professor Scholarship Fund administered by the Learning and Teaching Centre: http://ltc.uvic.ca/scholarships/ltgrants.php

Guidelines

Applicants must use the current Internal Research/Creative Project Grant application form which is available on the Office of Research Services’ web site at https://www.uvic.ca/research/conduct/home/funding/internalgrants/index.php.

All applications must be type-written. Handwritten applications will not be accepted. The minimum acceptable font size is 12 point. Applications which do not adhere to the guidelines (i.e., maximum page length, scholarly publication dates, attachments, etc.) may not be considered.

Applications should not depend on information provided in previous applications but should be stand alone. Applicants are strongly advised to consult with their faculty representative(s) (appointed by the AVP Research in consultation with the relevant Dean) prior to submitting their application.

Applicants should not include supplementary materials (e.g., price quotes, reviews of past work, letters of support, CVs, scholarly publications). All supplementary material will be removed prior to Committee review.

Completed and signed applications must be submitted in pdf format to resprog3@uvic.ca by March 1, 2020. If the deadline falls on a weekend, the application will be due to Research Services by 5pm PST on the following business day. Late applications will not be accepted.

Application Form Requirements

General Information
A faculty member or librarian may submit only one application per competition for which they are eligible to apply.

Project Information

Projects will be considered to be in one of three categories:

   i) activity that falls within the CIHR or NSERC mandates;
   ii) activity that falls within the SSHRC mandate; and
   iii) creative projects, primarily referring (but not restricted) to Music, Theatre, Visual Arts and Writing that are not within the SSHRC mandate

Indicate on the application which of these three categories applies to your project. Also indicate whether the application is for seed funding in support of a planned external funding application or for one-time funding for a one-time short-term research or creative project.

Indicate whether your project requires human research ethics (research or other activities involving human subjects), animal care (studies involving animals), biosafety, or other regulatory approvals.

Detailed Description
Wherever possible, applicants should avoid highly specialized technical language and disciplinary jargon. Applicants should remember that the composition of the Committees is diverse. The onus is on the applicant to explain and place the project in context within their disciplines in a way that is comprehensible to non-specialists.

Project descriptions should, however, include the following information as appropriate:

   • objectives of the research/creative project
• consistency with the purpose of the IRCPG program (i.e., seed funding or one-time short-term project funding)
• theoretical, practical or artistic significance
• relationship to existing research or creative endeavours and literature
• research/activity plan and methods to be used, qualifications, and duties of assistants and the sources of research/activity materials
• work already completed or in progress; in cases where funding is requested in consecutive years make clear the relationship, or lack of relationship, between prior work funded by this program and the current application
• a realistic timetable
• anticipated travel

Budget and Budget Justification
Detailed budgets should be presented and will be carefully scrutinized. Please note the following:
• Budgets for the proposed research must be specific
• All expenses must be justified in the application and relate to the direct costs of the project that are not covered by another funding source
• Applicants are advised to provide detailed information to justify funds requested to network or consult with colleagues (e.g., details regarding who, when, where, and for what purpose meetings will take place and explanations for why face-to-face meetings are required).
• Awards become tenable on or after April 1 for use before March 31 of that fiscal year. This fiscal year deadline should be taken into consideration when calculating anticipated research requirements. In exceptional circumstances, extensions may be considered.
• Any significant (exceeding 20% of the total budget) variations in the budget allocation must be pre-approved by Debra Anderson, Manager Research Finances (orsfince@uvic.ca). Funds cannot be used for any expenses outside the approved project.

Eligible Expenses

Salaries
• Must be in accordance with the current University Policy and Procedures and based on UVic CUPE 4163 component 1 rates (http://www.uvic.ca/hr/services/home/compensation/salary-schedule/index.php). For undergraduate students: $15.81/hr + 14% benefits; for graduate students: $26.08/hr + 14% benefits. Please indicate the hourly salary, the number of hours requested and the nature of the task to be carried out.

Applicants are encouraged to apply for alternative sources of funding such as work study or Canada Summer Jobs to supplement salary needs.

Supplies and Operating Expenses
• Supplies and operating expenses directly related to the conduct of the research/creation. It is assumed that standard office supplies (including photocopying) are provided by the department.
• Minor equipment (under $250), equipment upgrades, software, programming costs, internet connections, etc.
• Page charges, technical preparation charges and reprint costs and other expenses required for publication in refereed journals.
• Rental of studio space: special guidelines for this expense can be found at https://www.uvic.ca/research/assets/docs/Grants/internalfunding/IRCPG%20Space%20Rental.pdf

Equipment
• Equipment purchase or rental (over $250). The applicant must demonstrate that the purchase of such equipment is essential for the successful completion of the project, that the project cannot be accomplished with existing equipment in the University, and that rental is impractical or less economical than purchase.

Travel
• Grants for research travel are limited to the lowest feasible airfare and subsistence requests should be based on local rates of accommodation, meals, and personal expenses. Accommodation and subsistence costs are limited to $3,000. Travel expenses to meet with other researchers or collaborators at a conference on a project are eligible, however, any conference expenses are not eligible (i.e., registration fees). The applicant is required to indicate the source (travel agent or on-line service) for their travel estimates.
• Child care expenses as allowed under Tri-Council guidelines (http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp). This must be specified at the time of application.

Expenses Related to a Disability
The Central Accommodation Fund is available to assist with expenses needed to accommodate a disability. See the Terms of Reference at https://www.uvic.ca/hr/assets/docs/health%20promotion/accomfund-terms-ref.pdf for eligibility and procedures.

Ineligible Expenses
• Society membership dues or journal subscriptions
• Conference travel for the purposes of dissemination of results
• Entertainment
• Spouse travel expenses
• Cellular phone charges
• Book publishing costs. Such expenses may be eligible under the UVic Book/Creative Projects Subvention Fund.

Research Support
Faculty members and librarians are expected to apply for external research funds. Requests for funding under the IRCGP program must include either a listing of external applications (both requested and awarded) during the past 5 years, or an explanation as to why such applications have not been made. This condition also applies to applications for one-time funding of short-term projects and to those proposals which would qualify for support from the Canada Council.

Scholarly Publications/Artistic Achievements
• List all books and/or major works completed in the last 10 years.
• List all scholarly articles/creative projects completed in the last 5 years. Only items published, accepted, exhibited or performed should be listed.
• Start from the most recent and identify with an asterisk (*) those that have undergone a peer review process.

Final Report on Last Internal Research/Creative Project Grant
If you have not already submitted the final report from your previous Internal Research/Creative Project Grant, you must include it in the space provided. If you have not previously held Internal Research/Creative Project Grant funding, please indicate this. Note that your final report must describe both the financial expenditures and the activities undertaken.

Evaluation Committees
Applications will be reviewed by one of four committees (A,B,C,D) based on the Faculty/Division of the applicant and the project category as shown below.

<table>
<thead>
<tr>
<th>Category</th>
<th>Business</th>
<th>Education</th>
<th>Engineering</th>
<th>Fine Arts</th>
<th>Human and Social Development</th>
<th>Humanities</th>
<th>Law</th>
<th>Medical Sciences</th>
<th>Social Sciences</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIHR / NSERC</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Creative Projects</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>B</td>
</tr>
<tr>
<td>SSHRC</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>D</td>
<td>C</td>
<td>D</td>
<td>C</td>
<td>C</td>
<td>D</td>
<td>D</td>
</tr>
</tbody>
</table>

The composition of the four evaluation committees will be as follows:
A: one member from each of Engineering, Human and Social Development, Medical Sciences, Science and Social Science (total 5 + chair)
B: one member from Music, Theatre, Visual Arts and Writing (total 4 + chair)
C: one member from Business, Education, Human and Social Development, and Law (total 4 + chair)
D: one member from Fine Arts, two members from Humanities, two members from Social Sciences (total 5 + chair)

Committee members will be appointed by the AVP Research in consultation with the relevant Dean. Associate Deans Research will be encouraged to serve on Committees when possible.

All four committees will be chaired by the AVP Research as a non-voting/non-evaluating member to promote consistency of the process. If a committee does not have sufficient expertise to evaluate an application, a review by a qualified UVic faculty member or librarian will be sought and the Chair may choose to expand the composition of the committee.

Evaluation Criteria

Applications will be assessed using the following criteria:

1. Quality and potential of the proposed research/creative project.
   - The quality and originality of the proposal.
   - The extent to which it is consistent with the purpose of the Internal Research/Creative Grant Program (to provide seed funding in support of external funding applications or to provide one-time funding in support of a new, short-term research or creative project).
   - Strength of the budget justification of the eligible expenses for meeting the plan as outlined in the application.

2. Scholarly or creative productivity commensurate with the stage of career.
   - The applicant’s academic or artistic productivity relative to the stage of career, and demonstrated by scholarly publications, artistic endeavours, and other disciplinary contributions (items published, accepted, exhibited or performed).

3. Record of application for external funds (for seed funding)
   - Previous efforts by the applicant to secure and/or plans to apply for external research funding

The criteria are weighted as follows:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Seed funding: pre-tenure faculty</th>
<th>Seed funding: tenured faculty/ librarians</th>
<th>One-time short-term project funding: all applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality and potential of the proposed research/creative project</td>
<td>60</td>
<td>45</td>
<td>50</td>
</tr>
<tr>
<td>Scholarly or creative productivity of the applicant</td>
<td>30</td>
<td>45</td>
<td>50</td>
</tr>
<tr>
<td>Record of application for external funds (for seed funding)</td>
<td>10</td>
<td>10</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Evaluation Process

Committee Procedure:

1. The Committee’s evaluation will be made solely on what is presented in the application.

2. Each Committee will assign each application a score out of 100 using the criteria and the applicable weightings described above.

3. Once all applications are scored, each application will be assigned an adjusted score using the formula

   \[ \text{adjusted score} = \text{score} - \text{average score} + 50 \]

   where the average score is the average of the scores assigned by the applicant’s Committee for the
current competition.

4. Each Committee will prepare a ranked list (highest to lowest) of the applications where the ordering of applications will initially be based on the scores. Each Committee may alter the position of an application in its list if the applicant has had interruptions/delays in scholarly productivity, as explained by the applicant.

5. Each Committee will recommend the amount of funding to be awarded to each application which must not be in excess of the allowable maximum or more than requested by the applicant. Each Committee may recommend that an application not be funded.

6. Due to the large number of applications, ORS is unable to provide feedback on all submissions. Committees will endeavor to provide feedback for those applications that are not successful.

Overall Ranking and Funding:

There are two envelopes of funding for the IRCPG program. The first is from the SSHRC Institutional Grant (SIG) and those funds can be used to fund only SSHRC-eligible activities.* The second is from UVic funds which can be used to fund any IRCPG.

1. The AVP Research shall determine the funds available for allocation from the two envelopes.

2. The AVP Research will, in consultation with one representative chosen by each Committee (total of four), construct a single ranked list (highest to lowest) by merging the Committee lists.

3. SSHRC-related applications in Committees C and D will be funded from the top of the combined list downward until the available SSHRC Institutional Grant funds for those applications have been allocated.

4. Other applications, including the remaining Committee C and D SSHRC-related applications will be funded from the top of the list downward until the available UVic funds are allocated.

5. The AVP Research may at his or her discretion determine not to allocate all the funds available based on the scoring of the applications.

* In the 2020/21 competition, the grants awarded through SIG funds will be branded SSHRC Explore Grants

Conditions of Award

1. University research funds may be used only for the purposes specified in the notice of award.

2. Research must comply with the University’s policies on the conduct of research and funds will not be released until all regulatory approvals are in place. Regulatory approvals must be in place within three months of the award notice being received. If applications are not received within the three months, the award is forfeited.

3. Funds remaining in research accounts at the end of the fiscal year will not be carried forward. Requests for any budgetary changes (exceeding 20% of the total budget) must be submitted to the Debra Anderson, Manager Research Finances, Office of Research Services (orsfinance@uvic.ca). Extensions may be considered only in exceptional circumstances.

4. Before additional funds are awarded for new projects, all outstanding final reports for previous University grants must be submitted to the Office of Research Services.

5. Grant holders who determine that their awards will exceed actual expenditures are requested to inform the Office of Research Services as soon as possible so that the additional funds may be re-allocated in support of other projects.

6. Faculty research accounts must be carefully monitored by the researcher. If a research account shows an over expenditure at the end of the fiscal year in which it was awarded, the faculty member responsible for the account will be invoiced for the amount owing.

7. A grant may be used only to support the project for which it was awarded.

8. All equipment, microfilm, and library materials purchased with a University grant are the property of the University. On termination of the project, such purchases should be placed in the University Library or appropriate Department, and the ORS should be informed of their disposition.